

U.S. GOVERNMENT PRINTING OFFICE  
Denver, Colorado

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS  
For the Procurement of

**SIMPLIFIED PURCHASE AGREEMENT**

as requisitioned from the U.S. Government Printing Office (GPO) for

Various Government Departments and Agencies

**ATTENTION: SPECIFICATIONS DIFFER SIGNIFICANTLY FROM THE PREVIOUS  
SIMPLIFIED PURCHASE AGREEMENT:**

Please submit proposals to the Denver RPPO. Proposals may be submitted by fax or mail to:

Facsimile Telephone Number: **(303) 236-5332**

Mail To: **U.S. Government Printing Office  
Denver Regional Printing and Procurement Office  
Denver Federal Center, Building 53, Rm. D1010  
P.O. Box 25347  
Denver, CO 80225-0347**

**BID OPENING:** Proposal forms shall be received until such time as the Government no longer requires this SPA. The date of December 31, 2005 is for record purposes only. If you already have a Purchase Order for 2889-M you do not need to re-submit a proposal.

For information of a technical nature call (303) 236-5292 (no collect calls).

## **SECTION 1. - GENERAL TERMS AND CONDITIONS**

DESCRIPTION OF AGREEMENT: This Simplified Purchase Agreement (SPA) is established between the Government Printing Office (GPO) and commercial suppliers for various services which include but are not limited to the following: color copying, duplicating, litigation copying, printed products, typesetting, electronic forms design, and promotional items. It provides simplified procedures for the Government to acquire these supplies and services from commercial sources while reducing administrative costs and providing opportunity for local small business concerns to support this need in their area.

This agreement will begin when executed and end upon notification by the GPO. It is to acquire required supplies and services with a cost per order not to exceed \$10,000.00.

SCOPE: Color copying, duplicating, litigation copying, printed products, typesetting, electronic forms design, and other related supplies and services as required. Products required include but are not limited to books, brochures, flat sheet forms, file folders, certificates, letterheads, typesetting, forms design, and various promotional items.

SECURITY: The contractor shall take all necessary precautions to insure against loss of forms or other reproducibles at any time prior to delivery at destination.

Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. When indicated, all extra copies, materials, waste, etc. must be destroyed.

**Additionally, when litigation copying is required, the Government reserves the right to require the contractor to furnish a listing of all personnel which will handle orders produced under this SPA in order that a background check may be conducted.**

SCHEDULE: Orders will require delivery from approximately 4 hours up to 20 workdays or more after availability of furnished materials, depending upon the complexity of the work required and the requirements of the ordering agency.

QUOTATIONS: Quotations will be solicited by telephone, facsimile, e-mail, or other electronic communication and must be provided by telephone, facsimile, e-mail, or other electronic communication within timeframe indicated on the work order. Exception: The contractor may respond with a "no quote" if unable to perform the requirements of the order in the time required.

**Quotations must include complete pricing. Quotations submitted for individual orders must be the lowest quotation for any customer for like products or services under any terms or conditions. Counter offers, if any (such as specification suggestions or alternate schedules) may be submitted. Submission of a proposal on this agreement shall constitute a certification by the contractor to this requirement.**

The U.S. Government Printing Office reserves the right to request documentation to assure that the Government is receiving prices equivalent to those of the lowest provided to any customer(s). GPO will review the prices provided on a continuing basis and will terminate agreements with a contractor whose pricing violates the certification or is otherwise determined to be unfair or unreasonable.

Quotations must include a separate total price of any Superintendent of Documents copies to be delivered f.o.b. destination as indicated on the work order. Quotations for Superintendent of Documents copies are exclusive of any make-ready or set up costs. The cost for Superintendent of Documents copies will not be a consideration in the \$10,000 maximum order price specified in this agreement.

Notice of acceptance of quotation to the contractor and availability of material will be given by facsimile, e-mail, or other electronic communication within 30 minutes after receipt of quotations.

Work order and Government furnished material must be picked up after notification of acceptance of quotation and availability of material when required. The majority of orders will be picked up from the agency facility or transmitted by another method mutually agreed upon by the contractor and GPO.

A **work order form** will be used to place all orders. All work orders must contain the signature of the ordering authority.

Under this SPA, work will be placed with the contractor quoting to meet all the requirements of the order and providing the best value to the Government, considering price and other factors. Generally quotations will be solicited from three or more sources. However, to further reduce administrative costs for work valued under \$1000.00 or less, a single quotation may be solicited. In such cases, work may be placed without additional quotations or additional quotations may be solicited to assure a fair and reasonable price.

**CONTRACT TERMS AND QUALITY ASSURANCE THROUGH ATTRIBUTES:** Any contract which results from this Request for Proposal will be subject to the applicable articles of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. June 2001)) and Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)). In case of conflict between these specifications and Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern. Both publications are available at the GPO web site <http://www.contractorconnect@gpo.gov>.

**QUALITY:** The quality of items produced under this SPA shall conform to, and when necessary will be evaluated against GPO's Quality Assurance Through Attributes Program (QATAP) for Printing and Binding as detailed in Publication 310.1. QATAT Quality Levels I, II, III, IV, or V may be specified for requirements under this SPA. Absent a specified Quality Level, products shall be expected to conform to Quality Level IV. A typical physical description of the quality levels are as follows:

Level I – At this level products are generally multicolor or process color work. Finishing must be held to the highest standard of accuracy, durability, and appearance. Illustrations may be very fine line drawings, multicolor illustrations, or up to 300 line halftones.

Level II – Overall appearance is of primary importance. Products in this level generally have single color or multicolor (including process color) subject matter. Finishing must be held to a high standard of accuracy, durability, and appearance. Illustrations may be fine line drawings, multicolor illustrations, or up to 175 line halftones.

Level III – Generally requires clean, sharp printing of single or multicolor work (including general process color work) and halftone reproductions up to 150 line screen. Finishing must be held to above average standards of accuracy, durability, and appearance.

Level IV – Products which contain general information, usually black and white or spot color (non-process) and occasional halftone reproductions up to 133 line screen. Utility is important, as well as basis, clean appearance. Finishing must be of an accuracy, durability, and appearance that does not impair the function of the product.

Level V – Basic one color type and line work only.

Four of the QATAP printing attributes require specifying the standard against which a product will be evaluated. Those particular attributes and the accompanying standards (with the various possible standards for each attribute listed in order of preference) are as follows:

P-7 (text) -- OK'd Press sheets, Government furnished negatives, Approved Contract Proofs, Camera Copy, average type dimension in publication.

P-8 (Halftone Match) -- OK'd Press sheets, Government furnished negatives, Camera Copy.

P-9 (Solid and Screen Tint Color Match) -- OK'd Press sheets, Government furnished sample, color swatch, Pantone Matching System color, progressive proofs.

P-10 (Process Color Match) -- OK'd Press sheets, Approved Contract Proofs, progressive proofs, Camera Copy, Government furnished sample.

**PAPER:** The paper will be specified at the time the work order is issued. When paper ordered under this SPA references a Joint Committee on Printing Code Number, it must meet the requirements of the "Government Paper Specifications Standards No. 11", dated February 1999. Paper used under this contract **MUST** conform to the Resource Conservation and Recovery Act of 1976 and all subsequent amendments. Additional information regarding this will be furnished upon request.

Note: Copies of the "Government Paper Specifications Standards No. 11", dated February 1999, are for sale on a subscription basis from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on GPO web site <http://www.gpo.gov/qualitycontrol/paperspecs/index.html>.

**INK:** If lithographic ink is used in the performance of this contract, the ink(s) shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high-speed heat-set presses is excepted when slow drying time increases production costs.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH" necessary to produce the products as ordered under this agreement.

**GOVERNMENT TO FURNISH:** Copy/materials for reproduction may be furnished in various forms including camera copy, manuscript copy, electronic media, negatives, stamping/engraving dies, or other available forms. The reproduction medium and other furnished materials will be specified at the time of quotation solicitation and will be listed on the work order. The location of pickup of furnished materials will be indicated on the individual work order.

**PROOFS:** Various types of proofs may be ordered.

**PRINTING/IMAGING:** Printing, duplicating, copying, color copying, foil stamping, thermographic (raised) imaging, engraving, and other related imaging methods may be ordered under this SPA.

**BINDING:** Collating, gathering, folding, stapling, stitching, paper clipping, paper banding, shrink film wrapping, Acco fastening, Velo binding, plastic comb binding, tape binding, drilling, saddle stitching, perfect binding, and other related binding methods and/or operations may be ordered under this SPA.

**PACKING:** Any prescribed packing or packaging required for an individual job will be specified on the order. If no particular packing and/or packaging requirements are specified, the contractor shall pack suitably for safe delivery to the consignee(s) in an undamaged condition.

**DELIVERY OF SHIPMENT:** Orders must be delivered f.o.b. destination, to the address noted, unless otherwise indicated on the work order.

Deliver f.o.b. destination any required copies for the Superintendent of Documents to the address indicated on the individual work order when ordered.

**PAYMENT PROCEDURES:**

Contractor submission of a signed work order constitutes representation that the material ordered has been delivered as specified and the contractor agrees to replace or repair non-conforming materials.

GPO will accept written or facsimile signed work orders and will make payment by electronic funds transfer only.

To arrange for Electronic Funds Transfer payment, the contractor must complete a Standard Form 3881 (ACH Vendor/Miscellaneous Payment Enrollment Form) and submit it to: **U.S. Government Printing Office, Procurement Accounting Division, Stop FMC, Washington, DC 20401**. A copy of SF-3881 is available by calling 202-512-0800 (or toll free 1-800-245-5476), by fax request to 202-512-1410, or it may be downloaded from the GPO Internet site at "<http://www.gpo.gov/procurement/gpo3881.pdf> " as an Adobe Acrobat PDF file. A new SF-3881 should be submitted for changes in company or financial institution information. Contractors already registered for EFT with the GPO need not reapply.

GPO will pay contractor 30 days after receipt of signed work order/billing documents.

Payments in less than 30 days may be made to contractors offering a suitable discount for payment in a shorter timeframe.

NOTE: Prompt payment discounts will not be a factor in determining award of the individual work order.

**PAYMENT:** The Government Printing Office will utilize the following procedure. A copy of the work order must accompany each delivery as the delivery ticket. A signed copy of the work order must be submitted as a billing document of payment.

After delivery, the contractor must submit the signed work order to: **Comptroller, U.S. Government Printing Office, North Capitol and H Streets, NW, Washington, D.C. 20401**.

For the purpose of earning the discount when a prompt payment discount is offered by an offeror, time will be computed from the date a **correct work order** is received by the GPO.

**CONTRACTOR PROPOSAL:** The contractor's proposal must include the following:

- Indicate all services and products the contractor will provide under the agreement.
- Include location of the facility and hours of business.
- Certify that the prices to be quoted for individual jobs under the SPA will be the lowest charged any customer for like products or services under any terms or conditions.
- Include the names, telephone numbers, fax numbers, and e-mail addresses of the individuals authorized to provide a quote for individual jobs.

**The contractor may deliver, mail, or fax proposals for receipt in the Denver RPPO.**

**NOTE: IF YOUR FIRM IS NOT CURRENTLY A GPO VENDOR, PLEASE INCLUDE AN EQUIPMENT LIST.**

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**SPA CONTRACTOR PROPOSAL FORM**

By submission of this offer the contractor certifies that the quotations for individual jobs produced under this SPA will be the lowest for any customer for like products or services under any terms or conditions.

The following individuals are authorized to provide a quote for individual jobs:

NAME	TELEPHONE NO.	FAX NUMBER	E MAIL
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(attach a separate sheet if necessary)

The hours of business for accepting requests for quotations are: \_\_\_\_\_

Please provide the name of the largest major city near your firm's location: \_\_\_\_\_

Company Name \_\_\_\_\_ (Contractor Code)

\_\_\_\_\_  
(City - State)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Printed Name

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Please indicate which of the following services and products will be available under this agreement:

- |  |  |
|--|--|
| <input type="checkbox"/> Printing In a Single Color              | <input type="checkbox"/> Book/Pamphlets  |
| <input type="checkbox"/> Printing in Multiple Colors             | <input type="checkbox"/> Forms – Single Leaf                                     |
| <input type="checkbox"/> Printing in 4-Color Process             | <input type="checkbox"/> Forms – Multipart                                       |
| <input type="checkbox"/> Copying – Black                         | <input type="checkbox"/> Invitations   |
| <input type="checkbox"/> Color Copying                           | <input type="checkbox"/> Folders – Presentation, Pocket, etc.                    |
| <input type="checkbox"/> Oversized Copying – Black               | <input type="checkbox"/> Signs   |
| <input type="checkbox"/> Oversized Copying – Color               | <input type="checkbox"/> Posters   |
| <input type="checkbox"/> Digital Imaging – Black                 | <input type="checkbox"/> Banners   |
| <input type="checkbox"/> Digital Imaging – Color                 | <input type="checkbox"/> Thermography  |
| <input type="checkbox"/> Screen Printing                         | <input type="checkbox"/> Foil Stamping   |
| <input type="checkbox"/> Saddle-Stitched Binding                 | <input type="checkbox"/> Embossing   |
| <input type="checkbox"/> Perfect Binding                         | <input type="checkbox"/> Engraving   |
| <input type="checkbox"/> Spiral Binding                          | <input type="checkbox"/> Tab Dividers  |
| <input type="checkbox"/> Comb Binding                            | <input type="checkbox"/> Envelopes – Construction and Printing                   |
| <input type="checkbox"/> Velo Binding                            | <input type="checkbox"/> Envelopes – Printing Only                               |
| <input type="checkbox"/> Tape Binding                            | <input type="checkbox"/> Bookmarks – Paper                                       |
| <input type="checkbox"/> Proofs – Bluelines                      | <input type="checkbox"/> Bookmarks – Ribbon                                      |
| <input type="checkbox"/> Proofs – Matchprint or Equal            | <input type="checkbox"/> Decals/Labels   |
| <input type="checkbox"/> Digital Proofs                          | <input type="checkbox"/> Stickers  |
| <input type="checkbox"/> Microfilm/Microfiche                    | <input type="checkbox"/> Blueprints  |
| <input type="checkbox"/> Presentation Materials – Transparencies | <input type="checkbox"/> Magnetic Cards  |
| <input type="checkbox"/> Plaques                                 | <input type="checkbox"/> Bags – Paper  |
| <input type="checkbox"/> Editorial Services                      | <input type="checkbox"/> Bags – Canvas   |
| <input type="checkbox"/> Translations                            | <input type="checkbox"/> Bags – Plastic  |
| <input type="checkbox"/> Publication Art, Graphic Design         | <input type="checkbox"/> Die-Cutting   |
| <input type="checkbox"/> Electronic Media                        | <input type="checkbox"/> Laminating  |
| <input type="checkbox"/> Litigation Copying                      | <input type="checkbox"/> Mounting  |
| <input type="checkbox"/> Bates Numbering/Labeling                | <input type="checkbox"/> Framing   |
| <input type="checkbox"/> CD/DVD-ROM Duplicating                  | <input type="checkbox"/> Calligraphy   |
| <input type="checkbox"/> Certificates                            | <input type="checkbox"/> Mail Preparation Services                               |
| <input type="checkbox"/> Maps                                    | <input type="checkbox"/> Promotional/Recruitment Items (T-Shirts, Buttons, etc.) |
| <input type="checkbox"/> Tags                                    | <input type="checkbox"/> Binders   |
| <input type="checkbox"/> Printing on Plastics                    | <input type="checkbox"/> Letterpress/Crash Printing Over Furnished Forms         |
| <input type="checkbox"/> Other:                                  | <input type="checkbox"/>   |

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**SAMPLE OF THE QUOTE ENVELOPE**

In order to ensure proper processing of all offers the following information is suggested on all quote envelopes.

Program Number **2889-M**

From: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postage  
Stamp  
Required  
Here

**Offer Enclosed**

U.S. Government Printing Office  
Denver Regional Printing & Procurement Office  
Denver Federal Center  
Building 53, Room D-1010  
PO Box 25347  
Denver, CO 80225-0347